



# Public Procurement Professional Development Programs

## State of Idaho – Contract Training Courses

TYPE OR PRINT LEGIBLY (Completion of the entire form is required)

Full Name

Tel. No. (Include Area Code)

Ext. #

Agency

Fax No. (Include Area Code)

Title

Email Address (REQUIRED FOR SEMINAR CERTIFICATE)

☐ Check here if you have any dietary restrictions. Describe:

Business Address

City & State / Province (Include Zip/P.C.)



☐ Check here if you require special assistance to fully participate in the seminar. Describe:

Please indicate course title, date, city/state you wish to attend

### NIGP Contract Registration Fees

Three Day Course: \$635.00

Two Day Course: \$470.00

One Day Course: \$ 285.00

#### **\*PAYMENT INFORMATION\***

NOTE: If paying by purchase order a copy of the PO must be submitted with your registration form.

*All payments must be made in U.S. Funds*

Enclosed is a Check/Purchase Order for \$ \_\_\_\_\_ Check/PO number: \_\_\_\_\_ Make checks payable to: **NIGP**

☐ MasterCard

☐ VISA

☐ American Express

Card # \_\_\_\_\_ Exp.Date \_\_\_\_\_ Card Security Code \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Credit Card Billing Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder's name if different from registrant: (please print) \_\_\_\_\_

#### **\*SUBMIT INFORMATION TO\***

**Fax Registrations** and Payment Information to 703-635-2326 Attn: Events Registration

**If paying by check**, mail completed registration form and payment to:  
NIGP, ATTN: Seminar Registrar, 151 Spring Street, Herndon, VA 20170

Registration and payment must be received 30 days prior to the course start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee will be given for cancellations made in writing 31+ days prior to the course date by emailing RegistrationInfo@nigp.org. No refunds are given for cancellations received within 30 days of the course start date. There are no refunds for no-shows. If the course is cancelled for any reason, NIGP's liability is limited to the registration fee only.